



### **Subsidy for Energy Employee Transit (SEET) Program**

The Subsidy for Energy Employees' Transit (SEET) program is designed to promote the use of public transportation to conserve energy resources and ease traffic congestion. DOE employees may enroll in the SEET program to receive monthly transit subsidy that can be used to help offset the commuting cost of getting to and from work. Many regional transit providers accept fare media from the SEET Program.

Eligibility for participation in SEET is limited to DOE Federal employees not listed on a Federal parking permit; members of a vanpool (not to include the driver); and certain other employees who may be on temporary assignments to the Agency. Applicants must certify that the benefit will be used for commuting purposes only and that the monthly transit subsidy received does not exceed the actual average monthly commuting costs.

Per IRS Code, the maximum monthly transit subsidy is currently \$115. The Department of Energy implemented the increase under the SEET Program effective February 1, 2008. You must update your SEET application in ESS to receive consideration for any changes to your monthly subsidy amount.

#### **SEET application in ESS.**

(Instructions for using new application)

**If you have not already done so, please go online and submit a new SEET application to ensure that all information in our database is current, complete and accurate.**

### **SMARTBENEFITS (SmarTrip Card) Program**

The SmartBenefits Program electronically distributes transit benefits in a secure and user-friendly environment. Once registered, you can "load" your monthly subsidy directly to your personal [SmarTrip® card](#). This is a great option for Metrorail and MetroBus riders, and some VanPools. You can enroll in SmartBenefits in three easy steps:

**STEP 1 - Enroll in the SEET Program** - you must be in the SEET Program BEFORE you can enroll in SmartBenefits®. Apply for SEET in [Employee Self Service](#) (ESS).

**STEP 2 - Purchase a SmarTrip® card (or use one that you already have).** The SmarTrip® Card is a permanent plastic farecard that is embedded with a computer chip that keeps track of the card's value. A SmarTrip® Card costs \$5.00 and can be bought online at <http://www.wmata.com> or at the Metro sales office at Metro Center, the Pentagon, or Metro Headquarters at 600 Fifth Street, NW, Washington, DC. It can also be purchased at designated kiosks in Metro stations.

**STEP 3 - Register the SmarTrip Card with Metro.** Register your card at the time of purchase, or on the [Metro SmarTrip homepage](#).

**STEP 4 - Complete the SmartBenefits® Program Application** in [Employee Self Service](#) (ESS) to register your SmarTrip® Card in the DOE SEET Program. Applications received by the 10th of the month will be effective on the 1st day of the following month.

#### **New Make-Up Location:**

Dept. of Transportation  
1200 New Jersey Avenue, SE  
Room W12  
Mon.-Fri.; 8:30am - 4:00pm  
Metro: Navy Yard (Green)  
Bring DOE Badge